

Italian Student Visa Packet: Consulate General of Italy in Boston

For Group Submission

Group submission allows a representative from Syracuse Abroad to collect the passports and application materials from our eligible students and submit them to the consulate for processing.

This consulate is for students whose zip codes fall under the jurisdiction of the Consulate General of Italy in Boston. Your assignment is based on your home or school address.

Before you begin:

- **Ensure you have a passport valid for at least 6 months after your program ends.**
- **If you need your passport for travel anytime between October 1 and the start of the Florence program, do not submit your visa application documents to our office for the group submission.** You will need to apply for your visa independently. Contact us immediately for more information. Note that it is possible for independent visa processing to take up to 90 days so make sure to plan accordingly if you choose this option.
- **Visa application due date: Wednesday, October 9th, 2024**
- Main contact:
 - Dylan Eldred, Florence Visa Coordinator
315-443-9428, syrflorence@syr.edu
- Non-U.S. citizens may apply through the Boston jurisdiction if your home school is in Massachusetts, Maine, New Hampshire, Rhode Island, or Vermont. **Please submit a copy of your I-20 or Green Card** with your other paperwork. **If you are on an F1 visa, make sure it is valid for at least 3 months after the Florence program ends.**
- Students with European Union citizenship traveling with their EU passport do not need a visa. Please make sure your EU passport is valid for at least six months after the program end date.
- Full year students: If there is any chance that you may decide to stay a second semester with our program, you should get a visa to cover both semesters in advance. If you do not, you will have to return to the U.S. during the break and apply for a new visa for the second semester. **Please contact us if you are planning on staying for two semesters.**

Rules for Submitting Your Italian Visa Application:

- **Make sure your passport is signed in PEN!**
- Respect the deadline.
All documents must be **postmarked** by the deadline, sent in one package if possible. If you miss the deadline, we cannot guarantee you to be part of the group submission and you may have to submit your application independently.
- **Print all documents single-sided only.**
- Do not use staples, paper clips, glue or tape on any portion of your application.
- All forms with handwritten sections must be legible and written in black or blue ink.
- All photos, photocopies and scans must be clear and easy to read.
- You may print and photocopy in black and white or color.
- You may use the forms in this packet or download them from your [OrangeAbroad Portal](#).
- Make copies of all documents for your records and reference.
 - Note: Especially keep a copy of the ID page of your passport.
- Mail applications through a courier service with tracking information (FedEx, UPS, USPS Priority); UPS recommended.

IMPORTANT: Please do not, under any circumstances, contact the consulate regarding your visa application. As you are part of our group submission, the consulate requires that all contact regarding the group submission must come from Syracuse Abroad.

Mail or bring completed visa documents to:

Syracuse Abroad
ATTN: Italy Visas
106 Walnut Place
Syracuse, NY 13244

Checklist of Required Visa Documents

These documents are mandatory, no exceptions can be made.

The following documents must be mailed or brought to Syracuse Abroad:

- 1. Official **SIGNED** passport (signed in pen)
- 2. One official recent passport photo (taken within the last 6 months), with your name written on back
- 3. A copy of your driver's license or state ID
 - **Non-U.S. citizens:** a copy of your I-20 form and U.S. visa, or Green Card (both sides)
- 4. Photocopy of University ID
- 5. Italian visa application form (**with 3 signatures**)
- 6. Bank letter/Proof of financial means and (if applicable) **notarized** affidavit of support (see page 11 for details)
- 7. An enrollment verification letter from your home university's registrar's office (non-SU students only)
- 8. Visa fee: money order payable to the Consulate General of Italy in Boston
- 9. Complete Passport Return Address Questionnaire in [OrangeAbroad Portal](#)
- 10. Copy of round-trip flight itinerary
- 11. Designation form: Permission for Syracuse Abroad to travel with your passport

Note: What is a Notary?

You will notice at least one document requires notarization. A notary is a person authorized to perform legal formalities; in this case, authorization of a signature on an official document. This tells the consulate that it has been legally confirmed that YOU signed the document before him/her. You can find notaries at most banks.

Remember to keep a copy of all documents for your records!

1. Your Official Passport

The consulate requires your official passport SIGNED (in pen) in order to place the visa inside as a permanent page. This visa confirms the official approval of your stay in your host country and is required for any student not of European Union citizenship.

****If you do not have a passport or your passport will expire within six months of your program ending, apply for/ renew your passport immediately, using the expedited service!****

Syracuse Abroad strongly recommends that you have your passport application expedited to ensure your new passport arrives in time to apply for your visa with the group. If you do not use the expedited service and your passport does not arrive until after the deadline, we cannot guarantee that you will be able to be part of the group submission.

Applications for passports and passport renewal can be found online at [Travel.State.Gov](https://travel.state.gov).

2. One Official Passport Photo



The consulate requires a separate photo to create your visa. The photo should reflect your current appearance and should be less than six months old. You may have official passport photos taken at the post office, drugstores and other stores for a fee. The photo should feature only you in front of a white background. **You may not take the photo yourself.** Only send one photo with your visa application but keep the extra photos and bring them with you to Italy. Please write your name clearly on the back of the photo.

3. Copy of your Driver's License or State ID

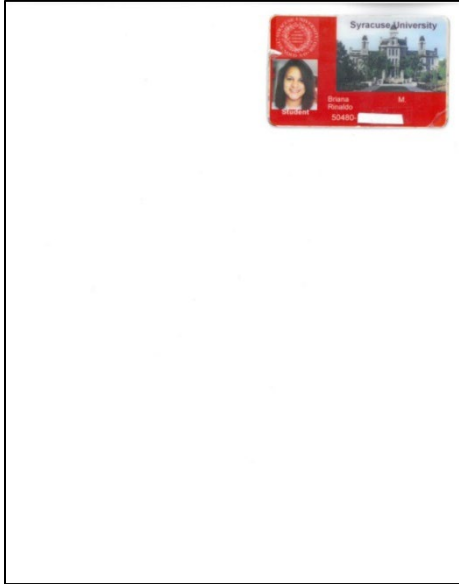
Please make a copy of your Driver's License or State ID onto a blank sheet of paper and ensure the copy is clear and legible.

Non-U.S. citizens: Please make a copy of your green card (both sides), or I-20 and your U.S. visa. Your U.S. visa needs to be valid for at least 3 months beyond the end date of the study abroad program.



4. Photocopy of University ID

Your university ID card provides proof that you are a full-time student at an accredited university. Photocopy your university ID card onto a blank sheet of paper.



5. Visa Application Form

To find a copy of the blank application form, please [click here](#) or in your log into your [OrangeAbroad Portal](#). Please fill out each page as they are filled out on the sample (pages 7-10 in this packet) with your appropriate information. **There are three signatures required on this application and you must complete all for the application to be complete. Electronic signatures will not be accepted.**

Please refer to this page when answering questions 25, 29 and 30 of your visa application.

Number of Days for Spring 2025 (question 25)

Question 25: Program	Number of Days
SU Florence Center	106 days
SU Florence Center: Studio Arts, Architecture, Engineering, Design	106 days
SU Florence Center & Direct Enrollment at University of Florence (courses taught in Italian)	167 days
Signature Seminar	116 days

Program Dates for Spring 2025 (questions 29 and 30)

If your arrival/departure dates differ from the program dates, please answer question 29 & 30 based on flight itinerary.

Question 29: Program	Arrival Date
SU Florence Center	
SU Florence Center: Studio Arts, Architecture, Engineering, Design	
SU Florence Center & Direct Enrollment at University of Florence (courses taught in Italian)	Arrive January 15, 2025
Signature Seminar	Arrive January 15, 2025

Question 30: Program	Departure Date
SU Florence Center	
SU Florence Center: Studio Arts, Architecture, Engineering, Design	Depart April 30, 2025
SU Florence Center & Direct Enrollment at University of Florence (courses taught in Italian)	Depart June 30, 2025
Signature Seminar	Depart May 10, 2025



Consulate General of Italy
Boston

Application for National Visa (D)
This application form is free

**REMEMBER: Complete
this form electronically,
then sign/date by hand
after it is printed!**

Photo

LEAVE
BLANK

1. Surname(s) (family name(s)) (x) LAST NAME (must match passport)			FOR EMBASSY /CONSULATE USE ONLY		
2. Surname(s) at birth (former family name(s)) (x) LEAVE BLANK					
3. First names (given names) (x) FIRST and MIDDLE NAME (must match passport)					
4. Date of birth (day-month-year) DATE OF BIRTH- format: day/month/year (29/05/1991)		5. Place of birth/..... CITY and STATE of birth		7. Current nationality NATIONALITY (ex: USA, CHINESE)	
		6. Country of birth/..... COUNTRY of birth		Nationality at birth, if different: if you were born a different nationality	
8. Sex/..... <input type="checkbox"/> Male <input type="checkbox"/> Female select appropriate box		9. Marital status/..... select appropriate box <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widower <input type="checkbox"/> Other (please specify) /.....(.....)			
10. In the case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/ legal guardian/..... LEAVE BLANK					
11. National Identity number, where applicable/.... LEAVE BLANK					
12. Type of travel document/ SELECT "ORDINARY PASSPORT"					
<input checked="" type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport. <input type="checkbox"/> Other travel document (please specify)					
13. Number of travel document/..... PASSPORT NUMBER		14. Date of issue..... date issued		15. Valid until..... date of expiration	
		16. Issued by..... COUNTRY of issue (ex: USA, CHINA)			
17. Applicant's home address and e-mail address Your PERMANENT ADDRESS and EMAIL ADDRESS				Telephone number (s)/..... cell phone and home phone numbers	
18. Residence in a country other than the country of current nationality/ Select "NO" unless applicable <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent/ No..... Valid until/.....					
19. Current occupation/..... STUDENT					
20. Employer and employer's address and telephone number. For students, name and address of educational establishment. List your HOME UNIVERSITY name and its ADDRESS					
21. Main Purpose(s) of the journey/..... Select "STUDY" only <input type="checkbox"/> Family reunion/Visiting Family <input type="checkbox"/> Sports <input type="checkbox"/> Business <input type="checkbox"/> Diplomatic <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Study <input type="checkbox"/> Adoption <input type="checkbox"/> Employment <input type="checkbox"/> Medical treatment <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Self employment					
Date of application:					
Visa application number:					
Application lodged at: <input type="checkbox"/> Embassy/Consulate <input type="checkbox"/> City hall CAC <input type="checkbox"/> Service provider <input type="checkbox"/> Commercial Intermediary <input type="checkbox"/> Other					
Name:					
File handled by:					
Name of person who received file at window:					
Supporting documents: <input type="checkbox"/> Travel document <input type="checkbox"/> Means of substance <input type="checkbox"/> Invitation <input type="checkbox"/> Means of transport <input type="checkbox"/> Travel Health insurance <input type="checkbox"/> Other					
Visa decision: <input type="checkbox"/> Refused <input type="checkbox"/> Refused for SIS non cancellable. <input type="checkbox"/> Suspended File <input type="checkbox"/> Issued					
Type of visa: <input type="checkbox"/> D					
Valid: from until.....					
Number of entries: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multiple					

(x) In fields from 1 to 3 information must be inserted as it appears on travel documents.

22. City of destination <div style="border: 1px solid black; padding: 2px; display: inline-block;">FLORENCE, ITALY</div>	23. State of first entry Country of arrival (check your flight itinerary)
24. Number of entries requested/ <input type="checkbox"/> One/..... <input type="checkbox"/> Two/..... <input checked="" type="checkbox"/> Multiple/.....	25. Duration of the stay. Indicate number of days (max. 365 days) / <div style="border: 1px solid black; padding: 2px; display: inline-block;">PLEASE REFER TO DATES IN PACKET (ex. 107 days)</div>
26. Schengen visas issued during the past three years / <input checked="" type="checkbox"/> No/... <div style="border: 1px solid black; padding: 2px; display: inline-block;">Select "NO" unless you have another Schengen Visa in your passport</div> <input type="checkbox"/> Yes. Date(s) of validity / from/..... to /.....	
27. Fingerprints taken previously for the purpose of applying for a Schengen visa <div style="border: 1px solid black; padding: 2px; display: inline-block;">Select "NO" unless applicable</div> <input checked="" type="checkbox"/> No/... <input type="checkbox"/> Yes/... Date, if known/.....	
28. Number of no objection document issued for family reunification/accompanying family/employment (only in case where required by legislation governing the type of being requested)/ Issued by SU1 of/..... <div style="border: 1px solid black; padding: 2px; display: inline-block;">LEAVE ALL BLANK</div> Valid from/..... until/.....	
29. Intended date of arrival in the Schengen area <div style="border: 1px solid black; padding: 2px; display: inline-block;">REFER TO DATES IN PACKET- MUST MATCH FLIGHT ITINERARY (day/ month/ year)</div>	30. Intended date of departure from the Schengen area (only for visas valid for stays of between 91-364 days) <div style="border: 1px solid black; padding: 2px; display: inline-block;">REFER TO DATES IN PACKET- MUST MATCH FLIGHT ITINERARY</div>
31. Surname and first name of the inviting person or employer. If not applicable, in case of visa for Adoption, Religious reasons, Medical reasons, Sports, Study, Mission: address of institution in Italy. <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 100%;">LEAVE BLANK</div>	
Address and e-mail address of inviting person(s) or employer <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 100%;">LEAVE BLANK</div>	Telephone and fax of inviting person(s) or employer..... <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 100%;">LEAVE BLANK</div>
32. Name and address of inviting company/organisation <div style="border: 1px solid black; padding: 2px; display: inline-block;">SYRACUSE UNIVERSITY IN FLORENCE PIAZZA SAVONAROLA, 15 FLORENCE I-50132</div>	Telephone and fax of company/organisation <div style="border: 1px solid black; padding: 2px; display: inline-block;">(39) 055-5031-31 PHONE (39) 055-5000-31 FAX</div>
Surname and first name, address, telephone, fax and e-mail address of contact person in company/organisation/ <div style="border: 1px solid black; padding: 2px; display: inline-block;">SASHA PERUGINI- DIRECTOR SU FLORENCE PERUGINI@SYR.EDU PIAZZA SAVONAROLA, 15, FLORENCE I-50132</div>	
33. Cost of travelling and living expenses is covered by / <div style="border: 1px solid black; padding: 2px; display: inline-block;">Check the following boxes indicated and write in the following:</div>	
<input checked="" type="checkbox"/> by the applicant himself/herself/ Means of support/..... <input type="checkbox"/> Cash/ <input type="checkbox"/> Traveller's cheques/..... <input checked="" type="checkbox"/> Credit card/..... <input type="checkbox"/> Prepaid accommodation/..... <input checked="" type="checkbox"/> Prepaid transport/..... <input type="checkbox"/> Other (please specify)/..... STATEMENT NOT NECESSARY FOR FOLLOWING VISAS: Family reunion, Accompanying Family, Employment/Self-employed, Business, Diplomatic, Adoption.	<input checked="" type="checkbox"/> by sponsor (host, company, organisation), specify/ <div style="border: 1px solid black; padding: 2px; display: inline-block;">SYRACUSE UNIVERSITY</div> Referred to in field 31 or 32 / <input type="checkbox"/> other (please specify)/..... Means of support/..... <input type="checkbox"/> Cash/..... <input checked="" type="checkbox"/> Accommodation provided..... <input type="checkbox"/> All expenses covered during the stay/..... <input type="checkbox"/> Prepaid transport/..... <input type="checkbox"/> Other (please specify)/(.....):.....

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

<p>Place and date /</p> <p>CITY, STATE, DATE of signature</p>	<p>Signatures (for minors, signature of parental authority/legal guardian) /</p> <p>STUDENT SIGNATURE</p>
---------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------

6. Bank Letter/ Proof of Financial Means

The consulate requires proof that you have financial means to reside in Italy by presenting them with an original, signed bank letter from a **U.S. bank or financial institution showing a minimum of \$30 per day abroad in a checking or savings account**. Syracuse Abroad cannot waive or alter this requirement. All students must provide documentation of their funding. See the requirements below and sample bank letter on the following page.

If you are unable to provide proof of the required amount in your own personal checking or savings account, you may submit a bank letter from a checking/savings account in a parent or guardian's name supporting you. If you wish to do this, the account holder must also complete the Affidavit of Support on page 13, have it notarized and submit it with your visa materials. **If you have a joint bank account with a parent or guardian, your parent or guardian must complete the Affidavit of Support.** Please note you may only use the Affidavit of Support provided for you in this packet. You may not use a form from another jurisdiction as they are different.

Statements from retirement accounts, 401k and stock portfolios are NOT accepted by the Italian consulates in lieu of a bank letter.

Accessible amounts required (amounts add up to approximately \$30 per day in Florence):

- Semester students: approximately \$3,250

****NOTE:** Some programs vary in length. Please use the chart on page 6 to determine the length of your program and multiply the number of days by \$30. If you plan to stay in Europe beyond the semester end date, be sure to add these extra days into your calculation.

The format of the letter is basic, but should convey the following:

- YOU (the student) OR the specified person in support of the student is the account holder
- Amount must total at least \$30 per day abroad (see amount above)
- The specified funds are present in your account at the time the letter is generated

Guidelines for the bank letter:

- Letter(s) must reference U.S. checking or savings accounts only.
- Letter(s) must be original and look as official as possible:
 - Copies, scans, and faxes are not accepted.
 - Letter(s) should be on the bank's original letterhead and have a signature of a representative if possible.
 - *Note that some large national banks (such as Chase or Bank of America) may only provide an electronic Bank Letter and some do not provide signatures.*
- Letter(s) must be dated as close to the visa deadline as possible.
- You may combine accounts from different institutions to reach your required amount.
- Bank statements are NOT accepted.

United States Bank of Syracuse

Example of a Bank Letter

123 Main Street
Syracuse, NY 13210



April 15, 2024

To The Honorable Italian Consulate General:

This letter certifies that the title of the following accounts reflects **[your name here]** as an account holder.

Account Type	Account No.	Amount *	Date Opened
Checking	ends in xxxx	\$4,245.36	01/01/2000
Savings	ends in xxxx	In excess of \$8,000.00	01/01/2000

The above-mentioned balance(s) is accurate as of **[today's date]**.

Sincerely,
John Doe
Bank Teller and Customer Service Representative
(315) 555-2252
John.Doe@USBS.com



Affidavit of Support

I, _____,
(person providing financial support)

born in _____, on _____,
(City, Province, Nation) (day/month/year)

formally declare that

(1) the visa applicant _____
(full name of applicant as it appears on the applicant's passport)

born in _____ on _____
(City, Province, Nation) (day/month/year)

is my _____
(Indicate family relationship – son / daughter / mother / father / wife / husband)

and intends to travel in Italy from _____ to _____
(exact date of arrival) (exact date of departure)

(2) I have sufficient income and assets and I will pay for all of the visa applicant's expenses during his/her stay in Italy;

(3) As part of my guarantee, I enclose with my affidavit the financial documentation required to demonstrate my professional and financial situation, including three months' bank statements, a recent letter from my employer detailing my monthly salary, and any other pertinent information.

Date: _____

Signature: _____

[Signature and Seal of a Notary Public must be affixed below]

The above signed statement must be submitted to the Italian Consulate in Boston along with a photocopy of valid photo ID (passport – photocopy main pages only) (art. 38 D.P.R. 28.12.2000, N. 445).

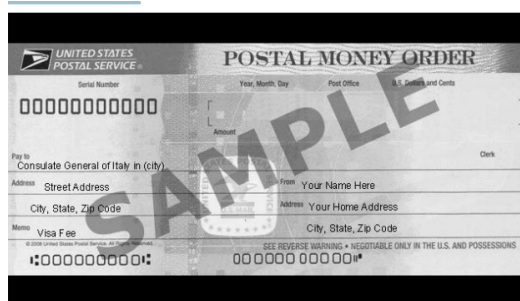
7. Enrollment Verification Letter from Home University

For Non-SU students only. **Obtain this letter from your school's registrar's office**; it should confirm that you are enrolled full time at your home university and should state your anticipated graduation date. **Letters from National Student Clearinghouse will not be accepted.**

Send the original letter with a stamp or seal, copies will not be accepted. If your school would rather send your letter directly to Syracuse Abroad, please contact [our team](#).

8. Visa Fee: Money Order

The Italian consulate charges a fee for a long stay student visa. Please submit a money order made out to the Consulate General of Italy in Boston for the exact fee amount (fees change quarterly based on exchange rate; new fee info will be available after October 1. **You will receive an email after October 1 with details**). Money orders can be purchased at your local post office (preferred) or at some drugstores.



9. Complete Address Questionnaire OrangeAbroad Portal

Your passport will be mailed directly from our office back to you after the visa has been secured (the visa is attached to a page within your passport). You are required to provide Syracuse Abroad with the address where you would like your passport mailed back to. For most students this will be your permanent home address since your passport will be mailed back to you most likely during your winter break.

You will need to complete the Passport Return Address questionnaire in your [OrangeAbroad Portal](#) by the visa submission deadline (October 9th, 2024) to inform us of the address that you would like your passport mailed to. Please be sure to accurately include all details of your address to ensure that your passport is mailed back to the correct location. We will then create a UPS label and provide you with the tracking number once your passport has been placed in the mail.

10. Confirmed Round-Trip Flight Itinerary

To obtain a visa, students must provide proof of entry and exit from Europe. You must provide confirmation that you have purchased a round-trip ticket to Italy and out of the Schengen Area (explanation on the following page). Make a copy of the flight confirmation from the airline, agent, or travel agency. This must include all legs of your flight and confirmation that you purchased the flight.

Flight information will be shared with you in mid-September. Please ensure that you purchase your flight before the visa deadline.

You are responsible for researching whether you need a visa for any independent travel before, during or after the program. **International students are strongly advised to check tourist visa requirements thoroughly** as there may be restrictions.


Syracuse Airways
Your Reservations

You're confirmed!

Date issued: Tuesday, September 02, 2014

Confirmation code:
BDPQ758

Trip details: [Download to calendar](#)



Scan barcode for boarding pass

DEPART

JFK → FRA New York City to Frankfurt (January 11, 2015)

Flight: SA3796	Travel Time: 7h 25m
Depart: 11:00am	Aircraft: 747
Arrive: 1:00pm	Cabin: Coach
Meal: Lunch	Seat: 25F

2 hour layover FRA

FRA → FLR Frankfurt to Florence (January 11, 2015)

Depart: 3:00pm	Travel Time: 3h 17m
Flight: LH 2938	Aircraft: 737
Arrive: 6:17pm	Cabin: Coach
Meal: --	Seat: 17C

RETURN

FLR → FRA Florence to Frankfurt (April 30, 2015)

Flight: LH8473	Travel Time: 3h 00m
Depart: 9:00am	Aircraft: 737
Arrive: 12:00pm	Cabin: Coach
Meal: --	Seat: 17D

3 hour layover FRA

Syracuse Airways
Your Reservations

FRA → JFK Frankfurt to New York City (April 30, 2015)

Flight: SA2846	Travel Time: 7h 45m
Depart: 3:00pm	Aircraft: 747
Arrive: 4:45pm	Cabin: Coach
Meal: Dinner	Seat: 30C

Total travel cost
(1 passenger)

Fare	Adult
JFK to FLR	\$650
FLR to JFK	\$700
Taxes and fees	\$80
Total	\$1,430

Charged to Jenny C. Doe
*****7328 (Visa)

You paid \$1,430

What is the Schengen Area?

The Schengen Area includes the countries listed below. Your return flight at the end of the semester must show you departing from the Schengen Area.

- Austria
- Belgium
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland (not EU)
- Italy
- Latvia
- Liechtenstein (not EU)
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Norway (not EU)
- Poland
- Portugal
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland (not EU)



11. Designation Form

Please print and sign this page and include it with your visa application documents. This form explains that you grant us permission to submit your visa application on your behalf and obtain your passport with the visa from the Consulate. **This is for Syracuse Abroad internal use only and will not be submitted to the Consulate.**



Designation of Syracuse University Abroad as Representative for Visa Application Process

To the student: in order for Syracuse University Abroad to submit your student visa application to the Consulate on your behalf and retrieve your passport with visa from the Consulate, you must complete and sign the below authorization.

I, _____, hereby authorize Syracuse University Abroad staff as representatives of Syracuse University Abroad to submit the necessary student visa application forms, including my passport, to the Consulate on my behalf. I also authorize the representatives to receive my processed visa application materials, including my passport, on my behalf.

Signature of student

Cell phone or other contact information